

# City of Upland



## UPLAND CITY EMPLOYEE ASSOCIATION BENEFITS SUMMARY

### HEALTH INSURANCE - CAFETERIA PLAN BENEFITS BEGIN 1ST OF THE MONTH FOLLOWING 30 DAYS CONTINUOUS EMPLOYMENT—Must enroll at time of hire or annual open enrollment only.

Benefit options: Kaiser and Anthem medical plans, Delta Dental PPO plans or MetLife Dental DHMO, Standard Vision Plans. Employee must pay the difference between city contribution and actual premium of plan(s) selected.

#### **Employees hired PRIOR to 3/1/2016:**

- \$1,400 per month cafeteria plan allowance effective 1/1/2020

#### **Employees hired ON OR AFTER 3/1/2016:**

- Monthly cafeteria allowance is 100% of the lowest cost medical, dental, and vision plans to a MAXIMUM of \$1,400 based on selected coverage level (employee only = \$714.71 employee +1 = \$1,400, employee+2 or more = \$1,400).

### LIFE INSURANCE (METLIFE)

- City paid life and AD&D 1 x annual salary
- Employee may cover dependents for additional cost

### FLEXIBLE SPENDING & SUPPLEMENTAL INSURANCE

- Available through American Fidelity Assurance Co.
- Section 125 Health and Dependent Care flexible spending plans and HSA
- Supplemental life, accident, critical illness insurance

### LONG TERM DISABILITY

- 66 2/3% of base salary to a max of \$5,000/month after 60 days or use of all sick leave, whichever is later.
- If sick leave is exhausted prior to the end of 60 pay period, employee may use other accrued leaves.

### PREVENTATIVE HEALTH BENEFITS

- Reimbursement up to \$200 per year for purchase of items, classes, memberships or programs which contribute to physical fitness: other uses as may be approved by the City Manager
- Items considered acceptable are defined in City of Upland's policy on Preventative Health Benefits
- Reimbursement will be made in June each year

### UNIFORM ALLOWANCE

- \$200 per year for Utility Billing & Business License Inspector and Building Inspectors
- \$400 per year for eligible Police Department employees. Refer to MOU for eligible classifications.
- Payment in December of each year
- Uniform service will be provided to all general field personnel required to wear uniforms

### WORK BOOTS

- Two pair of steel-toed work boots (up to \$200.00 per pair) will be provided annually
- Refer to MOU for eligible classifications.

### COMMERCIAL DRIVER'S LICENSE PHYSICAL EXAM

- Cost of physical and renewal of Commercial Driver's License shall be paid every two years (or as required) for qualified employees

### RETIREMENT - CalPERS

**"Classic Employees" (Members currently enrolled in CalPERS prior to 1/1/2013 with no greater than 6 month break in service), hired after January 1, 2020**

- 2.5 % AT 55, single highest year
- Employee pays 8% of salary plus 1.4% cost share
- 1959 Survivor's Benefit, 3<sup>rd</sup> level survivor benefit

**"PEPRA Members" (Members never enrolled in CalPERS or members who have greater than 6 month break in service)**

- 2 % AT 62, 3 final years of employment
- Employees hired or promoted after 1/1/2013 pay 7.25% of salary;
- 1959 Survivor's Benefit, 3<sup>rd</sup> level survivor benefit

### DEFERRED COMPENSATION

- Empower Retirement 457 Plan, Roth 457 option
- \$100 per month will be contributed to each employee
- Employee may make additional voluntary contributions

### TAXES

- Federal law requires all new employees and the City to each contribute 1.45% of salary to Medicare
- The City does not pay into Social Security

### RETIREE BENEFITS

- Retirement Health Savings (RHS) Accounts through Mission Square with City contributions on employee's behalf beginning at **5 years** of continuous service. Available only upon service or disability retirement from the City of Upland.

### EDUCATIONAL INCENTIVE

- Available after 2 years of City service (job-related degree must be awarded on or after reaching 2 years service).
- One-time payment of the applicable percentage of annual base salary
- AA/AS with 2 years = 5%
- BA/BS with 2 years = 7.5%
- MA/MS with 2 years = 10%

### TUITION REIMBURSEMENT

- Up to \$3,500 per fiscal year (job related education)
- Refer to MOU for eligibility

*"The City of Gracious Living"*

# City of Upland



## UPLAND CITY EMPLOYEE ASSOCIATION BENEFITS SUMMARY

### WATER CERTIFICATION TRAINING & PAY

- Certification and recertification training, time and supplies will be paid for all Water Division staff as required by position
- Eligible employees will receive 5% for each certification listed in their assigned classification above those required at hire
- See MOU for chart of eligible classifications

### LONGEVITY PAY

- 3.0% of base salary with 10 yrs. of continuous service
- 4% of base salary with 15 yrs. of continuous service
- 5% of base salary with 20 yrs. of continuous service
- (merit based, refer to MOU) amounts are exclusive of each other and not considered buildable.

### MERITORIOUS PAY

- When approved by the City Manager, recommended employees may be granted a 5% increase in salary for a period of 3 months, 6 months, or 1 year.
- Payment will be made in a lump sum on the first regularly scheduled payday after City Manager approval.

### BILINGUAL PAY

- \$100/month for utilizing bilingual skills a substantial portion of the time, if not required as condition of employment in position
- Employee must be certified by testing; arranged for by Human Resources

### STANDBY

- Employees assigned to standby duty receive prevailing minimum wage, for 2 hours Monday-Thursday, 8 hours on Friday, Saturday, Sunday and Holidays. Standby for Upland Hills Treatment Plant is 8 hours on Friday.
- \$50 per day for Lead Police Dispatcher, Police Dispatcher I, and Police dispatcher II on standby.
- \$50 per day for non-sworn police personnel on standby for Court.
- Refer to MOU for further details

### SHIFT DIFFERENTIAL

- Police Dispatcher employees will receive \$2.00 per hour shift differential for hours worked between 6:00pm and 6:00am.

### MATRON PAY

- Female Dispatchers are designated as Matrons and receive 2.5% salary differential
- Female Police Service Technicians and female Forensic Specialists are eligible if assigned Matron duties

### CALL-BACK PAY

- Time and one half, for a minimum of 2 hours, if called out after regular hours and the employee has worked over 40 hours a week.
- Applies when situation is not known in advance.

### PAYCHECKS

- Paychecks are issued every other Thursday. The paycheck on Thursday covers the prior two week period worked from Sunday morning (12:01 a.m.) through mid-night Saturday (12:00 a.m.)
- There are usually 26 pay-periods per year

### VACATION

- 1-2 years = 80 hours/yr.
- 3-5 years = 96 hours/yr.
- 6-10 years = 128 hours/yr.
- 11-16 years = 136 hours/yr.
- 17+ years = additional day per year to a max of 176 hours
- Maximum of three years of entitlement may be banked
- Vacation use is generally approved after probation

### VACATION BUYBACK

- May be paid cash for unused vacation for up to 60 hours if have used at least 40 hours of vacation in a calendar year
- Payment will be made in June or December

### HOLIDAYS/FLOATING HOLIDAY

- 40 hours of floating holiday per calendar year
- Based on 10 hour day
- Police Dispatch employees receive holiday time as 12 hours.
- Floating holiday hours not used in December will automatically be cashed out in January that covers the final pay period of December.
- City Hall and most city departments will be permanently closed from Christmas Day through New Year's Day
- Employees required to work during holiday closure will receive comp time equal to the number of compensable hours worked, with a maximum allowed of 30 hours.
- See MOU for approved City Holidays

### SICK LEAVE

- 8 hours per month to a maximum of 1250 hours
- No use during first 30 days of employment

### BEREAVEMENT LEAVE

- Up to 30 hours with pay per occurrence in the event of death in immediate family (refer to MOU)
- May use up to 5 consecutive days accrued sick leave for death of a relative up to 2 generations removed

*"The City of Gracious Living"*

Updated: 01/01/2023